Adobe Acrobat Overview

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Why PDF?

Adobe® Portable Document Format (PDF) is an industry standard adopted by governments and enterprises worldwide. Adobe PDF is a reliable format for electronic document exchange that preserves document layout and formatting so files can be viewed and printed on a variety of platforms.

There are other PDF writers available, including freeware and shareware versions. The PSC does not endorse or recommend specific PDF writers, although Adobe Acrobat is accepted as the industry standard.

Which Adobe Package to Purchase?

Adobe 6.0 is the most current version and is recommended for all users. All Adobe products can be obtained from www.adobe.com or your local computer software store. Prices may vary by vendor.

Adobe® Reader® - **(FREE download from www.adobe.com)** – Required to view PDF documents in the PSCW Electronic Regulatory Filing (ERF) system.

Adobe® Acrobat® 6.0 Standard (Recommended for most users) – Includes Adobe Reader. The standard version enables users to easily convert any electronic document to a PDF file. Full Price $299*, Upgrade $99*

Adobe® Acrobat® 6.0 Professional - Includes Adobe Reader. The professional version is not necessary for the average user. It is designed for users who work with large, graphically complex documents such as blue prints and CAD drawings. Professional includes tools for optimizing and reducing file sizes when working with graphics. Full Price $449*, Upgrade $149*

Adobe® Acrobat® Capture® 3.0 – converts scanned documents into searchable PDF files, using optical character recognition (OCR), advanced page and content recognition, and powerful cleanup tools. Full Price $399*, Upgrade $99*

Documents should not be scanned unless the original electronic file is unavailable. If a document must be scanned, use Capture or a similar product to convert the image to text. When a document is scanned the contents of the document are saved as an image, resulting in very large

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* Prices and versions are from the Adobe website and are current as of March 2004.

files. For example: A two page document with no images. Scanned: 240KB; Converted from the original electronic file or after using Capture: 12 KB.

Create Adobe PDF Online – Adobe provides an online service for converting documents and scanned files to PDF. The first five documents are free, after that the service cost $9.99/month or $99.99/year*.

Creating a PDF Using Adobe Acrobat

1. Make sure Adobe Acrobat is installed on your computer.
2. Open the document in the software it was create in.
   For example: If you want to output a word processing document to PDF, open the document in Microsoft Word. If you want to output a spreadsheet, open the document in Excel.
3. From the menu bar, select File, Print…
4. In the Print Dialog Box, change the printer name to Adobe PDF.
   (If you are using Adobe 5.0, select Acrobat Distiller as your printer.)
5. Select the appropriate Page Range & Click OK.
6. When prompted, enter the name and location where the PDF should be saved & click Save.
7. A progress window will appear while the file is being saved. (Progress window will not appear with Version 5.0)
8. The PDF file has been created. Open and view the PDF file to ensure it converted as you expected.

Create a PDF from Multiple Files

Adobe standard and professional versions have a feature that allows users to create a single PDF from multiple files. The files may be PDF files or they may be source files, such as word processing documents or spreadsheets. If you are using source files, the software used to create the file must be installed on the computer. For example: Microsoft Word, Microsoft Excel, etc.

1. Make sure you have all of the files to be combined into the PDF.
2. Open Adobe Acrobat Standard or Professional.
3. From the menu bar, select File, Create PDF, From Multiple Files.
4. Click Browse and select one or more files.
5. Click Add, to append the filenames to the list of files to be combined.
6. Repeat steps 4 & 5 as needed. Note: You may add a file more than once. This is especially useful when blank or transition pages are used.
7. Order the files as they should appear in the final PDF. To change the order of the files, click on the filename and then click the Move Up or Move Down buttons.
8. Click Ok to start the conversion.
   If you have included a word processing document or spreadsheet, the conversion program will open the appropriate software during the conversion process.
9. When the conversion is finish, select File, Save As and name the PDF file.

Working with PDFs

You can insert, delete, replace and extract pages within an existing PDF. These options can be accessed from the menu bar (Select Document, Pages).

Insert	allows you to insert the pages of a PDF into an existing PDF. You specify where the pages should be inserted.
Delete	allow you to remove one or more pages from an existing PDF.
Replace	allows you to replace one or more pages in an existing PDF, with pages from a second PDF.
Extract	allows you to save one or more pages with a different file name, deleting the extracted pages from the original document is optional.

Reducing PDF File Size

File, Save As - After making any change to a PDF file, select File, Save As, and overwrite the original file. Selecting File, Save or clicking the save button, just appends the changes to the end of the document which increases the file size. File, Save As, minimizes file size by optimizing and rewriting the entire document.

PDF Optimizer – Professional Version Only
Use the Advanced, PDF Optimizer feature to reduce the file size of large documents and complex graphics.

Images Tab - You may select options within the Image Settings or check the Enable Adaptive Compression option. Checking Enable Adaptive Compression will usually reduce the file size dramatically.

If you choose to modify the Image Settings, downsampling lowers the resolution of images, whereas compression eliminates superfluous pixel information.

According to Adobe – JPEG or JPEG2000 should be using for photographs and color images, ZIP is best for graphics with large areas of solid, flat color, and JBIG2 works best for black and white images.

Fonts Tab - Generally, fonts should not be embedded in a document as they drastically increase the file size. If a font is not available to a person viewing the file, Adobe will select and display a substitute font type.

Clean Up Tab - *CAUTION: Before changing the settings on this tab, users should save a backup copy of the PDF, as some settings may drastically alter the file.*

Use this tab to set the compression and to delete items from the file that you do not need. The default options will not affect functionality, however other options may. Use caution when changing the options, and consult Adobe Help for more information.